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ABSTRACT

This revised edition provides information about Florida's Gold Seal Vocational Endorsement and Scholarship program. The booklet includes the following: (1) general program information, including information on eligible vocational program areas, program eligibility requirements, Gold Seal endorsement program requirements, competency testing, course substitutions, on-the-job training credits, scholarship fund, products, and the Gold Seal program process, procedures, and timeline; (2) common questions and answers about Gold Seal; (3) a listing of competitive events that satisfy the program competency assessment criterion; (4) a step-by-step process for completing the Florida Department of Education Vocational Gold Seal Endorsement Program application and checklist; and (5) instructions for preparing a student's official high school transcript for Florida Department of Education validation. (KC)

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ED 363 727

1993-94
GOLD SEAL VOCATIONAL ENDORSEMENT AND SCHOLARSHIP PROGRAM

INFORMATION BOOKLET

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DVACE/10/93

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FLORIDA VOCATIONAL GOLD SEAL ENDORSEMENT AND SCHOLARSHIP PROGRAM

I. INTRODUCTION

As part of the State's commitment to raising the quality of education among Florida's high school students, in 1989 the Legislature conceived the first statewide award program designed to provide postsecondary education opportunities for vocational students. The Florida Vocational Gold Seal Endorsement and Scholarship Program has been developed to recognize and reward the outstanding achievement of Florida's vocational/academic students.

The **Gold Seal Vocational Endorsement Program** is implemented by the school district. Students are selected as Gold Seal students by the school district in accordance with specified criteria, unlike other statewide award programs where a student's eligibility is determined by a state review committee. With this recognition students may receive a medallion, certificate, and have a Gold Seal affixed to their diploma at graduation. Furthermore, verified Gold Seal recipients are eligible to participate in the **Gold Seal Vocational Scholarship Fund**. This fund is established to provide scholarships of up to $2000 per year* for up to four years of postsecondary education. *(Based on funds available).

II. ELIGIBLE VOCATIONAL PROGRAM AREAS

Students who complete a **job preparatory vocational program** are eligible to participate in the Gold Seal Program. The following vocational program areas as listed in the current year's Course Code Directory contain programs defined as job preparatory:

Agribusiness and Natural Resources Education (8100000 - 8199990)
Business Technology Education (8200000 - 8299990)
Diversified Occupations Education (8300000 - 8399990)
Health Occupations Education (8400000 - 8499990)
Home Economics Education (8500000 - 8599990)
Industrial Education (8700000 - 8799990)
Marketing Education (8800000 - 8899990)
Public Service Education (8900000 - 8999990)

Technology Education (8600000 - 8699999) program completers ARE NOT eligible for Gold Seal in 1993-94.

A list of all eligible job preparatory vocational programs is contained in the Appendix of this document.

III. PROGRAM ELIGIBILITY and COMPLETION

A student must complete a **job-preparatory program** consisting of a minimum of three credits. ***A program is completed by the student when all vocational courses prescribed for it in the current year's statewide Course Code Directory are successfully passed and appear on the student transcript.*** Students who complete a **two-credit job preparatory program plus one credit of On-The-Job Training or Business Ownership (8812000)** are also eligible. Guidelines for documenting OJT credits for Gold Seal eligibility are provided below.

IV. GOLD SEAL VOCATIONAL ENDORSEMENT PROGRAM REQUIREMENTS

Since each school district awards the Gold Seal, it is recommended that a district-wide policy for implementing the Gold Seal Program be adopted. This policy should be approved by the local school board and address process and procedure for meeting each of the student eligibility criteria for the Gold Seal.

Florida public high school students must apply for the Gold Seal through the school district office during their senior year, prior to graduation. Mid-year graduates may be included with regular ones. Summer graduates must apply for the Gold Seal Scholarship with regular graduates but their Gold Seal Application/Checklist should be submitted when they complete summer school. The following criteria must be met by each student in order for the district to award the Gold Seal.

1. Earn a standard high school diploma based on **at least 24 credits inclusive** of all required high school diploma coursework.

2. Complete a vocational job preparatory program consisting of a minimum of **three credits** or

   Complete a vocational job preparatory program consisting of **two credits plus one credit of on-the-job training or Business Ownership (8812000)**.

3. Earn a cumulative **unweighted** grade point average of at least **3.0** (24 standard diploma credits minimum).

4. Earn an **unweighted** grade point average of at least **3.5** in courses comprising the vocational program completed.

5. Demonstrate mastery of Employability Skills.

6. Demonstrate mastery of the Basic Skills in reading, mathematics and writing; (SSAT, SAT, HSCT, ACT).

7. Demonstrate competency in the job skills of the vocational program completed by **one** of the following methods:

   a. Pass a statewide written test where available **AND** district performance test for the job preparatory program.

   b. Pass a district written and performance test for the job preparatory program.

   c. Place first, second, or third in a district/regional, state or national Vocational Student Organization skill competition.

   d. Receive verification of competence from the vocational program's advisory committee.

V. COMPETENCY TESTING

All written and performance assessment processes implemented by the school district for Gold Seal eligibility must have the approval of the local school board. Testing may be part of the student's vocational instructional program and should be comprehensive of a representation of skills over the entire instructional program.

The **Performance Testing Manual and Workbook** (AD433SS91), available from the DVACE, contains specific procedures for developing performance tests quickly and with appropriate validity. Call 1-800-342-9271 to order a free copy. Statewide written tests may also be available for Gold Seal use at no cost from the DVACE.

VI. COURSE SUBSTITUTIONS

As a rule, course substitutions are not permitted. However, vocational courses which are part of the district-wide pupil progression plan can be used in lieu of a prescribed vocational course for a vocational job preparatory program, if **comparable content can be demonstrated**. All substitutions must be approved by the state occupational program director for the vocational program area and documented in the Gold Seal office prior to being submitted on a student's transcript. Also, credit earned by dual enrollment at a postsecondary institution may be used to substitute for the comparable course required in a vocational program. **OJT credit cannot be used to substitute for a required course in a vocational program.**

VII. ON-THE-JOB-TRAINING CREDITS - Cooperative Education and DCT

One OJT training credit may be applied toward a student's Gold Seal eligibility **ONLY AS AN ADD-ON TO A PROGRAM**.

For example, after completing prescribed coursework for a two credit program, a student may earn a third credit via OJT. This means that if a student is placed in a **paying job directly related to the vocational program after completing the prescribed coursework for the program, and the student applies existing job skills and/or acquires new skills above and beyond the minimum prescribed for the program, this credit may be applied toward the Gold Seal Endorsement**. A completed copy of the **Gold Seal Program OJT Training Plan** must be attached to the student's transcript. Students who earn all of their vocational credits via Cooperative Education/OJT ARE NOT eligible for the Gold Seal. The guidelines for the use of OJT credit toward Gold Seal Program eligibility are specified in the following section.

OJT Credit Guidelines

(1) OJT credit may only be applied to add-on to the length of **two-credit job preparatory programs**.

(2) The OJT training plan must contain specific student performance standards that reflect job tasks above and beyond those learned in the classroom.

(3) OJT training plans for **DCT students** must be comprised of student performance standards or job tasks extracted from a job preparatory program related to the student's job; if no related program exists, another valid source of job skills must be used.

(4) OJT credit applied toward Gold Seal eligibility must equal or exceed 540 hours of work during the period it was earned (average 15 hours per week for 36 weeks).

(5) Competency assessment of DCT students must be conducted jointly by the student's OJT coordinator or teacher and the employer, and must have both a written knowledge assessment and performance assessment.

(6) OJT workplaces must be approved by the program advisory committee.

(7) An OJT Training Plan must be submitted for each student using OJT credit toward Gold Seal. This form is available from your district Gold Seal Program contact.

VIII. GOLD SEAL VOCATIONAL SCHOLARSHIP FUND

Students receiving the Gold Seal Endorsement are eligible to participate in the Gold Seal Scholarship Fund. Awards of up to $2000 per year for four years are available to eligible students. Annual awards are based on availability of funds. The scholarship is annually renewable and can be used only at an eligible Florida public or private university, community or junior college, or vocational, trade or business institution.

Students must apply for the Gold Seal Scholarship on Form VGSS-1 between January 31 and April 1 of the current academic year. **(DO NOT CONFUSE THIS APPLICATION WITH THE GOLD SEAL ENDORSEMENT APPLICATION/CHECKLIST.)** This application is distributed to all schools by the DOE Office of Student Financial Assistance (OSFA) and must be returned to the OSFA office. **THERE IS NO LONGER A LATE APPLICATION PERIOD.**

A Gold Seal Scholarship Application must be submitted prior to the Gold Seal Endorsement Application/Checklist because of the deadline requirement. Therefore, districts should have all possible eligible recipients submit a scholarship application. This will ensure that even the borderline students will have applied should they actually meet the required criteria.

Should the student receive the scholarship and fail to meet the postsecondary academic progress requirements for renewal of the award, he/she will not be eligible to receive subsequent awards through this program. Students must meet the following criteria to continue receiving Gold Seal Scholarship funds:

1. Maintain a cumulative 3.0 GPA annually on a 4.0 scale or its equivalent

2. Earn the equivalent of 12 semester hours for each term of the academic year for which the award is received

Students may not receive more than one merit-based state award, i.e., Gold Seal Vocational Scholarship Fund and Florida Undergraduate Scholars' Fund. An applicant who meets the eligibility requirements to receive more than one state-funded merit scholarship must choose only one. Once an applicant receives funds for one of the merit scholarships, he/she cannot change to another merit scholarship.

Students who go out of state or attend an institution that is ineligible to participate in state scholarship programs cannot receive Gold Seal funds. A student may apply for reinstatement of this award if the student met the initial year eligibility criteria but did not receive the award. Reinstatement may be requested no later than June 1 prior to the Fall term when the funds are needed, and within three years of filing the initial scholarship application. Reinstatement applicants must have maintained a minimum cumulative grade point average of 3.0 on a 4.0 scale for all postsecondary work.

IX. GOLD SEAL INFORMATION AND PRODUCTS

Most Gold Seal Program promotional materials are available free-of-charge. Listed below are the materials and ordering numbers. Please call 1-800-342-9271 to request these items. Please order only as many as needed.

GS001 - Gold Seal Endorsement Information Booklet (annually revised)
GS002 - Gold Seal Medallion ($5.00 each)
GS006 - Gold Seal Endorsement Student Brochure
GS009 - Gold Seal Endorsement Promotional Video
GS012 - Gold Seal Endorsement Posters
GS018 - Gold Seal On-The-Job Training Record
GS019 - Gold Seal Endorsement Application/Checklist

Questions regarding the Gold Seal Program should be handled through your district office Gold Seal Contact. Any issues that can not be answered locally can be referred to:

Roger H. Stubing, Coordinator
Gold Seal Vocational Endorsement Program
Division of Vocational, Adult and Community Education
Florida Education Center, Suite 1232
Tallahassee, FL 32399-0400
(904) 487-2959 SunCom: 277-2959

OR

Christine Sullivan Lutz, Coordinator
Gold Seal Vocational Scholarship Program
Office of Student Financial Assistance
Florida Education Center, Suite 1344
Tallahassee, FL 32399-0400
(904) 488-3823 SunCom: 278-3823

X. GOLD SEAL PROGRAM PROCESS, PROCEDURE, and TIMELINE

WHEN	WHAT
9/1	District begins identifying potential eligible Gold Seal Students.
10/30	Gold Seal Information Booklet sent to districts by DVACE.
1/31	Gold Seal Scholarship Applications sent to schools by OSFA.
4/1	Gold Seal Scholarship applications due in OSFA.
4/1	District submits to DVACE Gold Seal Endorsement potential recipients list.
5/1	Gold Seal Scholarship Application acknowledgement letters are mailed by OSFA to all students who submitted scholarship application, Form VGSS-1.
5/1	Gold Seals shipped to district offices by DVACE. Medallions are shipped when ordered by the school district.
7/1	Gold Seal Endorsement Application/Checklists from district due in DVACE office.
8/15	Letter of Award for scholarship sent to student from OSFA.

COMMON QUESTIONS & ANSWERS

1. **Which Florida Statute refers to the Florida Gold Seal Vocational Endorsement Program?**

   Florida Statute 239.217.

2. **Which Florida Statute refers to the general requirements for high school graduation?**

   Florida Statute 232.246.

3. **Which Florida State Board of Education Administrative Rule refers to the Florida Gold Seal Vocational Endorsement?**

   Florida State Board of Education Rule Chapter 6A-1.092.

4. **How many different application forms must be completed to ensure consideration for the Gold Seal Endorsement and Scholarship Program?**

   There are **two (2)** different forms: 1) Florida Department of Education - Office of Student Financial Assistance - **Vocational Gold Seal Endorsement Scholarship Application (Form VGSS-1)** and 2) Florida Department of Education - Division of Vocational, Adult, and Community Education - **Vocational Gold Seal Endorsement Program Application/ Checklist (Form GS019).**

5. **What is the difference between these two forms?**

   Form **VGSS-1** is used to apply for the Gold Seal scholarship; Form **GS019** is used to apply for the Gold Seal endorsement.

6. **Can a student be eligible for a Gold Seal Scholarship without receiving the Gold Seal Endorsement?**

   No; receiving the Gold Seal Endorsement is a prerequisite to receiving the Gold Seal Scholarship. However, a student can receive the Gold Seal Endorsement without a scholarship request, commitment or interest.

7. **Where does one obtain Form VGSS-1: Vocational Gold Seal Endorsement Scholarship Application, where is it sent, and what is the deadline?**

   Form VGSS-1 is obtained from the guidance office of the local high school after January 31 of the current school year. Unless otherwise specified by the school

district, the form is sent **directly** to the DOE's Office of Student Financial Assistance (address on form) not later than **April 1 of the current school year** by the student applicant.

8. **Where does one obtain Form GS-019: Vocational Gold Seal Endorsement Program Application/Checklist, where is it sent, and what is the deadline?**

Form GS-019 is completed by a guidance counselor, teacher, occupational specialist, school administrator, or district assigned Gold Seal Contact Person after graduation of the current school year. After each Application/Checklist has been signed by the respective school principal, the forms are then sent to the school district's Gold Seal Contact Person who is responsible for getting the superintendent's signature, making sure that a properly completed official school transcript is stapled to the yellow copy, and then forwards these materials to the State Gold Seal Coordinator (address on form) not later than **July 1 of the current school year**.

9. **What is an "official transcript"?**

An official transcript is an original (preferably electronically processed) copy of the student's master transcript which is unaltered by any writing and includes either a stamp of authenticity or notary-type imprint seal.

10. **Are ESE diploma students eligible for Gold Seal consideration?**

No, these students have not completed the requirements that are necessary for a standard high school diploma under FS 232.046.

11. **What is the purpose of the Gold Seal Endorsement Program On-The-Job Training Record (Form GS018)?**

Form GS018 is required of any applicant for "endorsement" when on-the-job training credit is being applied to the vocational program completion.

12. **If a student has on-the-job training credits on his/her transcript but are NOT applying those credits to the 3.5 GPA, is Form GS-018 still required?**

No.

13. **Is it true that <u>only</u> graduating seniors are eligible for Gold Seal consideration?**

Yes.

14. If a student doesn't graduate until the end of summer school, is he/she still eligible for Gold Seal consideration?

Yes, provided he/she has Form VGSS-1 on file with the Office of Student Financial Assistance by the April 1 deadline and that Form GS-019 is sent to the State Gold Seal Coordinator as soon after the close of summer school as is practical. We need to know summer grads in advance.

15. Can a student who doesn't graduate in June attend summer school in order to qualify for Gold Seal consideration?

Yes, provided the student is taking a course required to complete the vocational program needed for meeting the criteria to earn the endorsement.

16. Must a student be a "vocational job preparatory program completer" to be considered for the Gold Seal Program?

Yes.

17. What vocational programs are eligible for Gold Seal consideration?

A. Vocational "job preparatory" programs that are three (3) or more credits are eligible for Gold Seal consideration.
B. Vocational "job preparatory" programs that are a minimum of two (2) credits are eligible **however,** programs that are two (2) credits **MUST INCLUDE** a third credit of on-the job training **OR** Business Ownership (8812000).

18. What is the minimum number of credits that a program must include?

Three (3).

19. If a vocational program includes, for example, four (4) courses/credits, is it necessary for the student to have completed all four (4) of those courses/credits?

Yes.

20. Are the TECHNOLOGY EDUCATION programs (8600000 - 8699999) eligible for Gold Seal consideration?

No. Technology Education programs are defined in Florida Statutes as "practical arts", not "job preparatory". Until a statutory change is approved by the Florida Legislature, Technology Education program completers are **INELIGIBLE** for Gold Seal consideration. (The Florida Legislature is again going to be presented with proposed wording to change this Statute for students graduating in 1995).

21. If a student completes a two (2) credit program, can he/she complete any other approved job preparatory course to complete the third credit requirement?

No. Only an on-the-job (co-op) training credit **OR** Business Ownership (8812000) can be used to increase a two-credit program to a three-credit program.

22. Must the on-the-job training be a PAID position?

Yes. This is a State Board of Education Administrative Rule.

23. Can the unweighted cumulative GPA be "rounded up" to the required 3.0?

No. Florida Statute 239.217 specifically states: "(2)(d) Earn a minimum cumulative unweighted grade point average of 3.0 on a 4.0 scale on all subjects required for a standard high school diploma."

24. What is the minimum number of credits that a student must earn to be eligible for Gold Seal consideration?

Although twenty-four (24) credits is the minimum number of credits required, those credits **must** include all subjects required for a standard high school diploma. Some students earning the "Performance-based" standard diploma may also be eligible.

25. If a student has completed more than the minimum of twenty-four (24) credits, can the surplus credits be deleted in an effort to raise the student's unweighted cumulative GPA to 3.0 or higher?

Yes, provided that the courses which remain in the recalculated GPA are those required for the standard high school diploma.

26. Where can I find out which courses comprise a specific job preparatory vocational program?

The Florida Department of Education annually publishes the **"Course Code Directory"**. Refer to Section 5: "Vocational Education Programs and Courses (Applicable for Secondary Schools and Postsecondary Institutions)" for a programmatic listing of courses. Be certain that you refer to the current year's directory.

27. **If a student completes a course in a community college or an area vocational school as a dual-credit-dual enrolled student, will that course count toward Gold Seal?**

Yes, provided that the course is **comparable in content** to the high school course which it is substituting for **AND** that the course appears on the student's official transcript. (The course would be listed by the 3-letter, 4-digit postsecondary number or the 1-letter, 6-digit postsecondary number rather than the 7-digit course code directory number).

28. **How can I find out if a course is "comparable in content"?**

The Occupational Program Directors in DVACE can assist you in this task. Comparing the course outlines or syllabi will also accomplish this task.

29. **When one vocational course is being substituted for another vocational course, either by the district's pupil progression plan or by dual-credit/dual-enrollment, must the Gold Seal office be notified in advance?**

Yes. Send documentation to the State Gold Seal Coordinator in Tallahassee. Also, make reference to such substitution on the student's official transcript.

30. **How is a student able to complete an 8-credit program such as Cosmetology in time to be eligible for Gold Seal endorsement?**

The student attends summer school, usually before his/her senior year, or he/she doubles up on credits if possible.

31. **Are Florida's private schools eligible to participate in the Gold Seal Program like they can in the Florida Academic Scholars Certificate Program and the Florida Undergraduate Scholars' Fund?**

No. Florida Statutes refer only to Florida's public schools.

32. **Does the Department of Education's Division of Vocational, Adult, and Community Education coordinate BOTH the Gold Seal Endorsement AND the Gold Seal Scholarship?**

No. The DVACE coordinates ONLY the "endorsement" portion of the Gold Seal Program. The Department of Education's Office of Student Financial Assistance (OSFA) coordinates the "scholarship" portion of the Gold Seal Program.

33. Will programs/courses change substantially for school year 1994-95?

Yes, the Restructuring Process that is currently nearing completion will drastically affect the programs/courses being offered beginning school year 1994-95. A program/courses "crosswalk" will need to be provided to assist personnel in "tracking" courses from the "old" system to the new "restructured" system.

34. Are there any contact persons in Tallahassee in the Department of Education whom I could contact for more information about the Gold Seal Program?

Yes! For "Endorsement" information, contact: Mr. Roger H. Stubing, (904) 487-2959; SC 277-2959. For "Scholarship" information, contact: Mrs. Christine Lutz, (904) 488-3823; SC 278-3823. They will both be delighted to help you!

1993-94 ELIGIBLE GOLD SEAL ENDORSEMENT VOCATIONAL PROGRAMS

CCD#	PROGRAM TITLE	CREDITS
AGRIBUSINESS and NATURAL RESOURCES EDUCATION		
8103100	Agricultural Mechanics	3.0
8103000	Agricultural Machinery Services	6.0
8106100	Animal Science	3.0
8106600	Livestock Production	6.0
8106500	Dairy Production	6.0
8106400	Crop Production	6.0
8106300	Citrus Production	6.0
8109100	Animal Products Processing	3.0
8115100	Small and Large Animal Services	4.0
8121000	Floriculture	6.0
8121100	Landscape Operations	6.0
8121200	Nursery Operations	6.0
8121400	Turfgrass Operations	6.0
8106800	Agritechnology	3.0
8121500	Environmental Horticulture	3.0
8118200	Natural Resources and Forest Ecology	3.0
8112000	Aquaculture	3.0
BUSINESS TECHNOLOGY EDUCATION		
8215000	Business Administration Operations	4.0
8215100	Basic Business Supervision	3.0
8203000	Accounting Operations	5.0
8203200	Bookkeeping	4.0
8203100	Financial Records	3.0
8206000	Computer Programming	4.0
8206100	Computer Operations	3.0
8206200	Data Entry Operations	2.0
8206400	Business Software Applications	4.0
8206300	Computer Programming Training	4.0
8212200	Secretarial	5.0
8212100	Junior Secretary	4.0
8212300	Stenographic	3.0
8212000	Word Processing/Machine Transcription	4.0
8209300	Electronic/Desktop Publishing	3.0
8209000	Clerk Typist	3.0

8209100	Receptionist/Communication Systems Operation	2.0
8209200	Office Records Clerk	3.0
8209400	Academy of Desktop Publishing	3.0

DIVERSIFIED OCCUPATIONS EDUCATION

8303000	Diversified Cooperative Training	3.0

HEALTH OCCUPATIONS EDUCATION

8403000	Dental Laboratory Assisting	6.0
8403100	Dental Aide	3.0
8409000	Medical Laboratory Assisting	3.0
8415400	Applied Medical Science	3.0
8415100	Health Service Occupations	3.0
8415200	Health Unit Coordinator	3.0
8418200	Patient Care Assistant	3.0
8421000	Vision Care Assisting	6.0
8418300	Practical Nursing	8.0

HOME ECONOMICS EDUCATION

8506100	Alterationist	3.0
8506000	Apparel Production	3.0
8503000	Child Care Assisting	3.0
8503100	Child Care Supervision	5.0
8506200	Custom Garment Making	3.0
8515000	Food Production and Services	3.0
8521000	Home Furnishings Production	3.0
8524000	Institutional and Residential Services	3.0

INDUSTRIAL EDUCATION

8722800	Advanced Masonry	2.0
8703000	Air Cond., Refrig., & Heating Mechanics	6.0
8725200	Architectural Drafting Skills	2.0
8710000	Automotive Detailing and Reconditioning	3.0
8709100	Automotive Mechanics	5.0
8757100	Barbering	8.0
8751100	Barge and Boat Operation	3.0
8709000	Basic Automotive Body Repair and Refinishing	6.0
8751300	Basic Boat and Yacht Repair/Refinishing	6.0

8721000	Basic Boatbuilding-Wood & Fabricated	6.0
8721100	Basic Cabinetmaking and Millwork	6.0
8718000	Basic Commercial Art	6.0
8772000	Basic Commercial Photography	6.0
8721900	Basic Fire Sprinkler Installation	6.0
8766000	Basic Gasoline Engine Mechanics	6.0
8766100	Basic Motorcycle Mechanics	6.0
8754100	Basic Sheet Metal	6.0
8772100	Basic Television Production	6.0
8775000	Basic Upholstery and Furniture Refinishing	6.0
8754200	Basic Welding	6.0
8721300	Building Repair and Maintenance	6.0
8722000	Carpentry Skills	4.0
8725000	Civil Drafting Skills	2.0
8751200	Commercial Fishing	5.0
8763000	Commercial Foods	6.0
8730100	Consumer Electronic Repair	6.0
8757000	Cosmetology	8.0
8742000	Diesel Engine Mechanics	6.0
8724000	Drafting	4.0
8733000	Dry Cleaning and Laundering	3.0
8730300	Electronic System Assembly	3.0
8730000	Electronics	6.0
8763200	Essentials of Commercial Foods	5.0
8763100	Essentials of Food Production	3.0
8721400	Floor Covering Installation	3.0
8754000	General Machining	6.0
8727000	Industrial Electricity	6.0
8743000	Industrial Maintenance Mechanics	6.0
8751000	Marine Mechanics	6.0
8722700	Masonry Skills	4.0
8763300	Meat Cutting	6.0
8754300	Metal Fabrication	6.0
8730200	Microcomputer Electronics	8.0
8715000	Office Machine Maintenance	6.0
8721500	Painting and Decorating	3.0
8739000	Printing	6.0
8706000	Residential Appliance and Refrigeration Repair	6.0
8727100	Residential Electric Wiring	6.0
8721700	Residential Plumbing	6.0
8748000	Shoe Repair and Leatherwork	3.0
8725100	Mechanical Drafting Skills	2.0
8726000	Advanced Drafting	2.0
8771100	Academy of Journalism	3.0

MARKETING EDUCATION

8812100	Academy of Entrepreneurship	3.0
8815100	Academy of Finance	5.0
8845100	Academy of Travel & Tourism	4.0
8803000	Advertising Services	3.0
8806000	Fashion Marketing	2.0
8815000	Financial Services Marketing and Supervision	3.0
8818000	Floral Design and Marketing	4.0
8827100	Marketing & Distribution	2.0
8809000	Parts Marketing	3.0
8845000	Warehouse Operations	5.0

PUBLIC SERVICE EDUCATION

8918000	Criminal Justice Assisting	3.0
8918100	Fire Fighting	2.0
8915000	Civil Engineering Aide	6.0
8918300	Fire Service Aide	3.0
8909000	Teacher Assisting	3.0
8912000	Environmental Specialist	

VSO COMPETITIVE EVENTS

The following vocational student organization competitive events comprehensively encompass the content of the respective vocational program. Use this list when completing the Application/Checklist.

AGRIBUSINESS AND NATURAL RESOURCES EDUCATION - FFA, INC.

Competitive Event	Program Title
Agriculture Mechanics	Agricultural Mechanics
Agriculture Mechanics	Agricultural Machinery Services
Livestock, Dairy, or Poultry	Animal Science
Livestock, Dairy, or Poultry	Small and Large Animal Services
Livestock	Livestock Production
Dairy	Dairy Production
Ag Business Management	Crop Production
Ag Business Management	Agritechnology
Citrus	Citrus Production
Meats	Animal Products Processing
Ornamental Horticulture	Floriculture
Ornamental Horticulture	Landscape Operations
Ornamental Horticulture	Nursery Operations
Ornamental Horticulture	Turfgrass Operations
Ornamental Horticulture	Environmental Horticulture
Forestry	Natural Resources and Forest Ecology

BUSINESS TECHNOLOGY EDUCATION - FBLA/PBL, INC.

Competitive Event	Program Title
Computer Applications	Business Software Applications
Computer Concepts	Computer Operations
Machine Transcription	Clerk Typist
Keyboarding Applications	Clerk Typist
Business Procedures	Clerk Typist
Shorthand	Stenographic
Entrepreneurship	Basic Business Supervision
Word Processing Transcription	Word Processing/Machine
Information Processing Concepts	Receptionist and Communication Systems Operation
Introduction to Business	Basic Business Supervision
Introduction to Business	Business Administration Operations

DIVERSIFIED OCCUPATIONS - CECF, INC.

Competitive Event	Program Title
None	

HEALTH OCCUPATIONS EDUCATION - HOSA, INC.

Competitive Event	Program Title
Standard First Aid/CPR	Applied Medical Science
Standard First Aid/CPR	Dental Aide
Standard First Aid/CPR	Dental Laboratory Assisting
Standard First Aid/CPR	First Responder
Standard First Aid/CPR	Health Service Occupations
Standard First Aid/CPR	Health Unit Coordinator
Standard First Aid/CPR	Medical Laboratory Assisting
Standard First Aid/CPR	Patient Care Assistant
Standard First Aid/CPR	Practical Nursing
Standard First Aid/CPR	Vision Care Assisting
First Aid/Rescue Breathing	Applied Medical Science
First Aid/Rescue Breathing	Dental Aide
First Aid/Rescue Breathing	Dental Laboratory Assisting
First Aid/Rescue Breathing	First Responder
First Aid/Rescue Breathing	Health Service Occupations
First Aid/Rescue Breathing	Health Unit Coordinator
First Aid/Rescue Breathing	Medical Laboratory Assisting
First Aid/Rescue Breathing	Patient Care Assistant
First Aid/Rescue Breathing	Practical Nursing
First Aid/Rescue Breathing	Vision Care Assisting
Dental Assisting	Dental Aide
Dental Assisting	Health Service Occupations
Medical Assistant-Clerical	Applied Medical Science
Medical Assistant-Clerical	Health Service Occupations
Medical Assistant-Clerical	Health Unit Coordinator
Medical Assistant-Clinical	Applied Medical Science
Medical Assistant-Clinical	Health Service Occupations
Medical Laboratory Assisting	Medical Laboratory Assisting
Medical Laboratory Assisting	Health Service Occupations
Nursing Assistant-Clinical	Nursing Assistant
Nursing Assistant-Clinical	Home Health Aide
Nursing Assistant-Clinical	Health Service Occupations
Nursing Assistant-Clinical	Patient Care Assistant
Nursing Assistant-Clinical	Practical Nursing

Practical Nursing	Practical Nursing
Dental Laboratory Technology	Dental Laboratory Assisting
Veterinary Assisting	Health Service Occupations
Opticianry	Vision Care Assisting
Physical Therapy Aide	Health Service Occupations
Physical Therapy Aide	Applied Medical Science

HOME ECONOMICS EDUCATION - FHA/HERO

Competitive Event	Program Title
Fashion Construction & Clothing Production	Alterationist
Fashion Construction & Clothing Production	Apparel Production
Fashion Construction & Clothing Production	Custom Garment Making
Design a Business & Storytelling	Child Care Assisting
Design a Business & Storytelling	Child Care Supervision
Decorative Food Centerpiece Demonstration	Food Production & Services
Food Service Demonstration	Food Production & Services
Housing Design	Home Furnishings Production

INDUSTRIAL EDUCATION - VICA, INC.

Competitive Event	Program Title
Advertising Design	Basic Commercial Art
Air Conditioning and Refrigeration	Air Conditioning Refrigeration and Heating Mechanics
Air Cooled Gasoline Engine Repair	Basic Gasoline Engine Mechanics
Collision Repair	Basic Automotive Body Repair and Refinishing
Brick Masonry	Masonry Skills
Brick Masonry	Advanced Masonry
Cabinetmaking and Millwork	Basic Cabinetmaking and Millwork
Carpentry	Carpentry Skills
Automotive Service Technology	Automotive Mechanics
Cosmetology	Cosmetology
Culinary Arts	Commercial Foods
Diesel Equipment Mechanics	Diesel Engine Mechanics
Drafting	Drafting
Computer Assisted Drafting (CAD)	Advanced Drafting
Electronics Technology	Electronics
Major Appliance Repair	Residential Appliance and Refrigeration Repair
Marine Mechanics	Marine Mechanics

Motorcycle Service Technology Contest	Basic Motorcycle Mechanics
Precision Machining	General Machining
Residential Plumbing	Residential Plumbing
Residential Wiring	Residential Electric Wiring
Sheet Metal	Basic Sheet Metal
Welding	Basic Welding
Graphic Communications	Printing
Electronic Product Servicing	Consumer Electronic Repair
Commercial Photography	Basic Commercial Photography

MARKETING EDUCATION - DECA, INC.

Competitive Event	Program Title
Advertising Visual Merchandising Services	Advertising Services
Apparel Accessories Master Employee (ME)	Fashion Marketing
Apparel Accessories Supervisory Level (SL)	Fashion Marketing
Fashion Merchandising Promotion Plan	Fashion Marketing
Finance Credit Services	Academy of Finance
Finance Credit Services	Financial Services Marketing and Supervision
Food Marketing ME	Marketing & Distribution
Food Marketing SL	Marketing & Distribution
General Marketing ME	Marketing & Distribution
General Marketing SL	Marketing & Distribution
Retail Merchandising ME	Marketing & Distribution
Retail Merchandising SL	Marketing & Distribution
Full Service Restaurant Management	Marketing & Distribution
Quick Serve Restaurant Management	Marketing & Distribution
Hospitality Tourism Marketing	Academy of Travel & Tourism
Entrepreneurship Written Event	Academy of Entrepreneurship
Entrepreneurship Participating Event	Academy of Entrepreneurship

PUBLIC SERVICE EDUCATION - FLAPPS

Competitive Event	Program Title
None	

COMPLETING THE FLORIDA DOE VOCATIONAL GOLD SEAL ENDORSEMENT PROGRAM APPLICATION/CHECKLIST (Form GS019)

The Application/Checklist is a one-page, three copy NCR form. Information must be typed.

Part I. Student Information

Name - use name exactly as recorded on school transcript; no nicknames or abbreviations except middle initial

Address - use location where mail is delivered

Social Security Number - verify with transcript; if none, insert "NONE"; do not leave blank

FL Student ID - found on transcript

Sex - check appropriate box

Race - check appropriate box; this question is asked only to analyze demographic distribution in the Gold Seal Program

Part II. School Information

School District - insert name, i. e., "Alachua"

District Number - insert two digit number, i. e., "01"

School Number - insert last four digits of number, i. e., "0271"

School Name - insert name only, i. e., "Santa Fe High School"

Person Completing This Form & Title - type or print; do not use a signature

Part III. Verification Checklist

1. Vocational Program Completed - refer to Information Booklet for eligible program titles; refer to current Course Code Directory for correct titles. Directory also lists the required courses for that program.

1a. OJT Training Plan required? - Please check yes or no if the program completed requires one credit of OJT for completion and attach Gold Seal OJT Training Plan form (GS0018)

2. Vocational Program Number - refer to current Course Code Directory for seven-digit program number.

3. Vocational Program GPA (unweighted) - use only those courses comprising the vocational program completed. If a student has multiple OJT credits, identify and use only the one grade to be counted.

4. Cumulative GPA (unweighted) - refer to official transcript. If the GPA has been recalculated on less than the total number of credits earned by the student, indicate on line 4 that this is a recalculated GPA and the number of credits being used; i. e., "3.06 recalculated on 25 1/2 credits".

5. Basic Skills ? - insert method (test source) used to meet this programmatic requirement (SAT, ACT, SSAT, HSCT).

6. Employability Skills ? - insert method (test, source) used to meet this programmatic requirement.

7. Mastery of Occupational Job Skills ? - insert "district test" (specify title); "state test" (specify title); "advisory committee" (indicate chairman name); or "vso competitive event winner" (specify name of organization, event, and level, i. e., "FBLA - Computer Concepts - 2nd Place District"); event must match program, see Information Booklet for eligible list.

8. Graduation Date - month, day, year.

Part IV. Authority

School Principal Signature & Date - original

District Superintendent Signature & Date - can be delegated to other school district official if letter accompanies the district's application/checklist(s) giving authorization and identifying the endorsee.

Dissemination of Copies

White - retained at district office
Yellow - send to Dept. of Education at address indicated on form
Pink - retained at school site

PREPARING A STUDENT'S OFFICIAL HIGH SCHOOL TRANSCRIPT FOR DOE GOLD SEAL ENDORSEMENT VALIDATION REVIEW

* Transcript **must** include grades 9-12.

* Transcript may be an original, machine/computer certifying document or a copy of the original with a signature of a school official and a rubber stamp or embossed imprint. No hand alterations may be made on the transcript.

* Transcript must show clearly the cumulative unweighted grade point average.

* Courses comprising only the vocational program being used for the endorsement are to be highlighted with a colored marker--preferably yellow or other light color. (Do not highlight all vocational courses completed by the student--only those related to the program being used for the endorsement.)

* If the student has completed more than 24 credits, those extra credits not required for graduation can be deleted if it helps raise the student's cumulative unweighted GPA to 3.0 or higher. Draw a red line through all course(s) being deleted. This can be done on a semester by semester basis. On the transcript, indicate the number of net credits being used for the recalculated GPA and write the revised GPA on the transcript.

* Staple the prepared transcript to the yellow copy of the Florida DOE Vocational Gold Seal Endorsement Program Application/Checklist (Form GS019). (Be sure to obtain Principal's and Superintendent's signature first.)

* If the student is claiming on-the-job training (OJT) credit, a copy of the completed four-page Florida Gold Seal Endorsement Program On-The-Job Training Record must be stapled behind the transcript (Form GS018).

* Submit this packet for each student to your District Gold Seal Contact Person.

DIVISION OF VOCATIONAL, ADULT, AND COMMUNITY EDUCATION

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